

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Engineering Aide****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs surveys to locate underground utilities. Monitors the general health of lakes, shores and structures. Performs regular and quality control testing. Maintains the water meter shop. Sorts and maintains incoming tickets from a call center.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs surveys to locate underground utilities. Operates, carries and maintains survey equipment. Assists in locating center lines and property lines, setting grade stakes, setting curb stakes, and updating utility intersection and drawing books.
2	M	Monitors the general health of lakes, shores and structures by inspecting and monitoring erosion and sediment, noting violations, monitoring for pollutants, inspecting and monitoring silt runoff, collecting water samples and related data such as dissolved oxygen, temperature, conductivity, secci disk readings, thermo cline, seasonal lake turnover and algae, treating waters with various types of chemicals and logging and entering lake data.
3	M	Performs regular and quality control testing by using standards to test each meter, putting the meter back into service, cleaning, reassembling and testing meters, recording and discarding failures, determining the location of utility lines and or distribution system leaks, testing for precise flow rate/quality testing and filling out documentation for each meter.
4	L	Maintains the shop by ordering inventory from the storehouse, generating requisitions, rotating and moving stocks of meters, stacking meters, recording incoming stock, maintaining records and reports, generating reports, performing a daily actual count of inventory, maintaining records of distributions, counting and categorizing meters to be sold as scrap, returning defective meters to manufacturing, filling out time sheets, securing the shop each evening, distributing reports and documenting problems.
5	S	Sorts and maintains incoming tickets from a call center by separating tickets into classifications, distributing tickets, tracking tickets due for expiration, entering data into a computer program, sending responses to call center and placing completed tickets into alphabetical and chronological order.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six months in Engineering.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read instructions, blueprints, and tickets.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write instructions, tickets and log sheets.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Locating utilities
Sitting	F	Computer, desk work, processing tickets, driving
Walking	F	Locating utilities
Lifting	F	Boxes, manhole covers
Carrying	F	Boxes, locating equipment
Pushing/Pulling	O	Manhole covers
Reaching	O	Into meter boxes
Handling	F	Locating equipment, computer equipment, manhole covers
Fine Dexterity	F	Computer keyboard, telephone keypad, tools
Kneeling	F	Checking water meters
Crouching	F	Operating locating equipment
Crawling	N	
Bending	F	Opening manholes, picking up locating equipment
Twisting	F	Operating locating equipment
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, locating utilities
Hearing	C	Staff, supervisor, citizens, telephone, frequency ranges, tones
Talking	F	Staff, supervisor, citizens, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Shovel, pick, m-scope, paint guns, paint, measuring wheel, metal detector, two-way radio, engineer scale, map book, computer, Standard Microsoft Windows and Office software, Hansen, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, reflective vest, gloves, steel toed boots, traffic cones

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)